
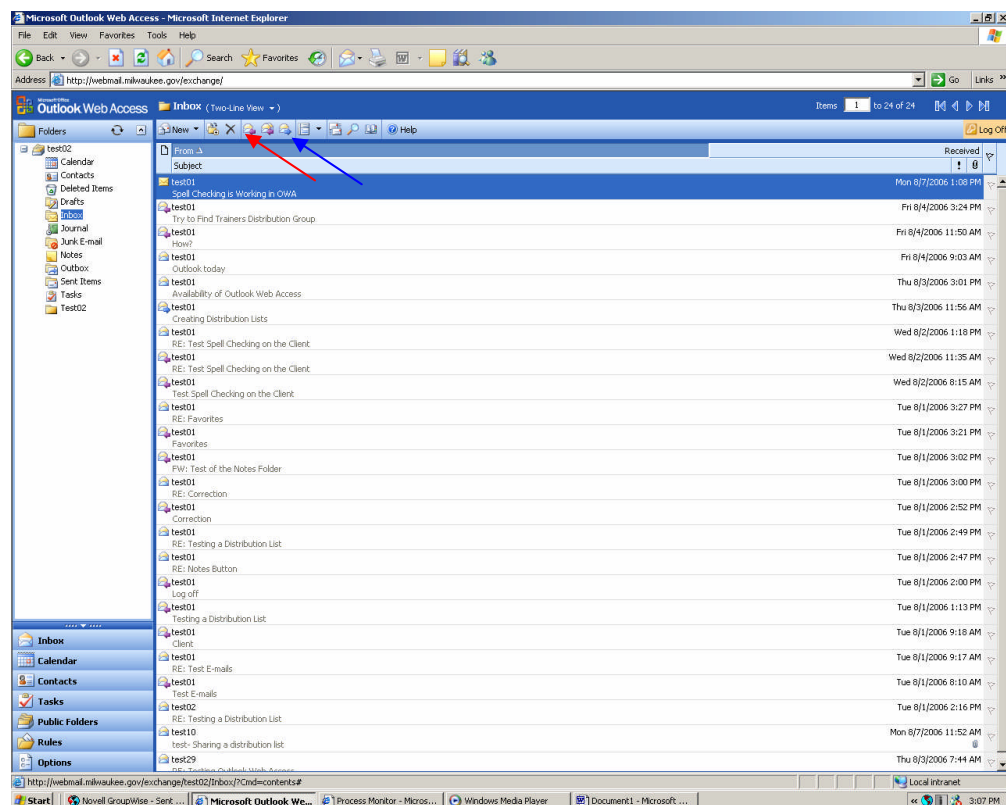



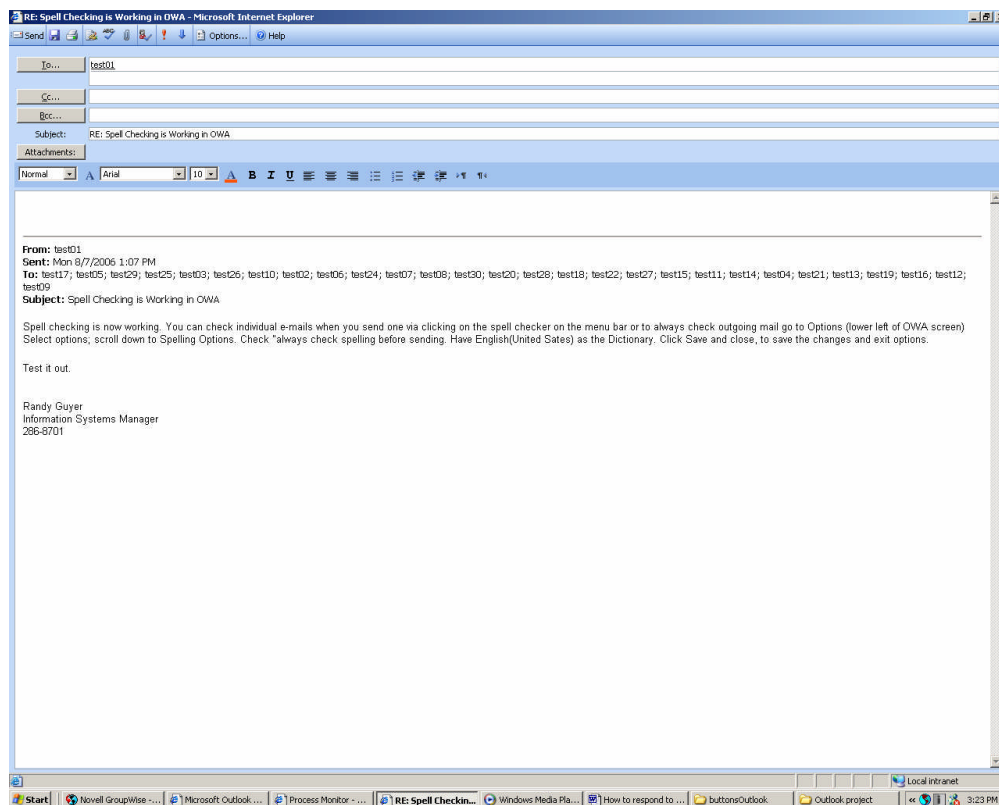
## Reply To or Forward a Message

- Messages can be **replied** to in several ways. Users can reply to the person that sent the message, or the user can reply to the person who sent the message and all people to whom the original message was addressed.
- **Replies** do not include any files that were attached to the original message.
- Users can **forward** a received message to anyone. A **forwarded** message includes any files that were attached to the original message.


1. On the Message window Standard toolbar, click the Reply Button. 



- The Reply Message form (RE:) is displayed, type in the reply message and press the Send button. 



## Forwarding a message

- On the Message window Standard toolbar, click the forward button (Blue arrow in the first above illustration). 
- The forward message form (FWD) will appear, enter recipient's address, type message if need and press the Send button.

